

# Request to Schedule Public Meetings

Human Environment Section –  
Public Involvement Group



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Version 2.1

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## **Purpose**

To outline the request process for NCDOT Units to obtain public outreach services from the Public Involvement Group in setting up and conducting Public Meetings.

## **Background**

Transportation infrastructure is needed, costly and directly impacts property owners living in its alignment, thus Public Involvement is a crucial component in planning transportation projects. Issues discussed at meetings can be quite contentious and generate litigation. It is important to understand the sensitive nature of meeting with the public, to follow due process and to conduct meetings fairly.

This procedure will ensure that the General Public receives the best customer service practices and that Federal and State statutes and regulations are met. Early coordination with the public by supplying detailed knowledge of transportation projects helps them to evaluate its importance and benefits.

## **Responsibility**

It is the responsibility of the Public Involvement (PI) staff to ensure that Public Meetings are setup, advertised and conducted properly and timely upon receiving requests, as well as, consistency across the state with respect to public outreach.

## ***Scheduling and Time Constraints***

The Public Meeting request form with required information should be received six (6) weeks prior to the desired meeting date so that there is sufficient time to process it. Under special circumstances the requestor may be able to request a time reduction. Please call PI Group Leader, in advance, to discuss.

Note: Public Meetings will be advertised fourteen (14) days prior to meeting date.

## ***Procedures***

The requestor will follow the steps below to properly request holding a Public Meeting.

Step	Action
1	Determine which type of meeting is needed. If not sure, please call PI Group Leader to discuss.
2	Prepare request meeting <a href="#">form</a> . Send via regular mail or Email (preferred). See Warnings and Precautions <a href="#">below</a> . <ul style="list-style-type: none"><li>Log date that request was sent out.</li></ul>
3	Once the Request has been received and assigned to PI Staff, email notification will be sent back. If this is not received with one week, call PI Group Leader.
4	PI Staff will set up meeting and place meeting on PDEA Meetings Calendar using the time period requested. <u>Only</u> PI Staff is authorized to place meetings on the PDEA Meetings Calendar. See Warnings and Precautions <a href="#">below</a> . <ul style="list-style-type: none"><li>Check off on PDEA Meetings Calendar as soon as possible. This provides confirmation to the PI Staff.</li></ul>
5	PI Staff will develop Public Notice <ul style="list-style-type: none"><li>Reviewed by Requestor. Review time is 1 to 2 days.</li><li>Notice will be sent to BOT &amp; NCDOT Staff, 1 week prior to advertisement</li><li>Notice will be placed in Newspapers 14 days before meeting</li><li>Notice will be placed on Public Meetings website. <a href="http://www.ncdot.gov/projects/publicmeetings/">http://www.ncdot.gov/projects/publicmeetings/</a></li></ul>
6	Requestor should prepare handout materials and make adequate copies. See Warnings and Precautions <a href="#">below</a> . <ul style="list-style-type: none"><li>Meeting materials that are suggested. <a href="#">(See List)</a></li><li>Additional equipment PI Staff has available. <a href="#">(See List)</a></li></ul>
7	PI Staff will attend meeting as support staff to Requestor. <ul style="list-style-type: none"><li>Meeting materials available for PI to bring. <a href="#">(See List)</a></li></ul>
8	After the meeting: <ul style="list-style-type: none"><li>NCDOT Project Manager (Project Development/Division) or their Consultant should write a memorandum to the file describing when and where the meeting was held, any special guests who attended (public officials, etc.) and note the</li></ul>

	<p>comments, and suggestions voiced by the public.</p> <ul style="list-style-type: none"> <li>• The NCDOT Project Manager or their Consultant should send an acknowledgement to meeting attendees (or person's commenting only) summarizing key issues brought up by citizens or specific letter responses to comments as appropriate. (<a href="#">See Example</a>)</li> <li>• Schedule a post PM meeting to discuss comments received. (OPTIONAL)</li> </ul>
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## ***Warnings and Precautions***

Scheduling public meetings is time sensitive and care is taken to bring the project team together. Please make sure all matters are at hand. Your Calendars are up to date and the communication with PI Staff is continuous. Check local calendar for special events.

Public Meetings must be ADA (Americans with Disabilities Act) compliant. Make sure figures and maps that are displayed are configured for this. PI Staff will make sure facilities are compliant.

## ***Resources and Tools***

- PI Staff assignments  
[Human Environment Directory](#)
- Division Contact List  
[Division Contacts](#)
- State Transportation Improvement Program (2016-2025)  
[2016-2025 STIP](#)
- Suggested Items Needed at NCDOT Public Outreach Meetings  
[Items Needed at Public Meetings](#)
- Additional Equipment from PI Staff  
[Additional Equipment Available](#)

## ***Contacts***

- For suggestions to change this procedure contact: Drew Joyner, Human Environment Section Head, 919.707.6077
- For questions about performing this procedure contact: Jamille Robbins, PI Group Leader, 919.707.6085

## ***Policy, Regulatory, and Legal Requirements***

Federal Laws:

- [National Environmental Policy Act of 1969](#)
- [Federal Regulation Title 23 Part 771.111 Environmental Impact and Related Procedures](#)
- [SAFETEA-LU Law](#)
- [SAFETEA-LU Final Guidance](#)
- [MAP-21](#)
- [FAST Act](#)
- [National Historic Preservation Act of 1966 as amended 2000](#)

- [TITLE VI of the Civil Rights Act of 1964](#)

State Laws:

- [North Carolina Environmental Policy Act](#)
- [North Carolina Environmental Policy Act Administrative Code Chapter 25](#)

## ***Glossary***

PI Public Involvement

PM Public Meeting

## ***Access Recommendation***

- NCDOT Internal Use Only